



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE															
2. Agency Application No.				Date Received		Application No.													
				MAY - 3 1974		74-154		Date Completed											
								MAY 20 1974											
3. AGENCY, Division, Subdivision & Administering Office Address				4. Person to Contact															
Georgia Department of Public Safety Uniform Division Driver Services Section P.O. Box 1456, Atlanta, Georgia 30301				Mrs. Sparks															
				5. Working Title		6. Tel. No.													
7. ACTION REQUESTED																			
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.										<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Inclusive Dates				9. EXACT SERIES TITLE															
1970 - present				Traffic Case Disposition Control Log File															
10. What function performed resulted in creation of this series																			
The Uniform Division is responsible for patrolling streets and highways to insure the safety of lives and property; investigating motor vehicle accidents and computing related statistics; licensing citizens to operate motor vehicles and suspending and revoking licenses; and supervising the motor vehicle inspection program and distributing motor vehicle inspection stickers and other related documents. The Division renders assistance in the event of civil disorders or natural disasters and provides Executive security.																			
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any																			
Documents relating: to conviction tickets for traffic violations sent to Headquarters Georgia Department of Public Safety by city or county courts. Includes only: Record of Disposition of cases. File arranged: Alphabetically by county thereunder chronologically by date of disposition.																			
12.																			
EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records									
Letter-size File Drawers		5		7.5				1		1.5									
Legal-size File Drawers						Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)									
						By Annual Accumulation		This Year's		Last Year's									
						AVERAGE DAILY REFERENCES		15		-									
								-		-									
								-		-									

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. Is the information contained in this series ever summarized or published?
Accounting Records. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17. Does the series document policies and procedures of agency's operation or function? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? Discontinued 11/73. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout?
Discontinued 11/73. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Is the series affected by Federal or grant funds? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

For Audit purposes and possible reference.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Paper copy: Hold in CFA 1 Yr or until state audit is completed whichever is later, then destroy.

Computer Printout: Hold in CFA 1 yr. or until state audit is completed whichever is later, then destroy.

(Indicate briefly rationale for recommendations above or write additional remarks):

☒ Concur ☐ Nonconcur

Supervisor of Revocation and Suspension

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Officer Date
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>[Signature]</i>	Date <i>5-1-74</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>William M. Dixon</i>	Date <i>5-15-74</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>Carroll Hart</i>	Date <i>5-14-74</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Edwin D. Smith</i>	Date <i>5-17-74</i>